

**BY ORDER OF THE SECRETARY OF THE
AIR FORCE**



AIR FORCE INSTRUCTION 32-7005

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**62D AIRLIFT WING
Supplement 1**

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Civil Engineering

**ENVIRONMENTAL PROTECTION
COMMITTEES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFR 32-70, *Environmental Quality*, by establishing Environmental Protection Committees (EPC) to ensure a systematic, interdisciplinary approach to achieve and maintain environmental quality in the Air Force.

(62AW) This publication supplements AFI 32-7005, 25 February 1994. It establishes local procedures and responsibilities.

SUMMARY OF REVISIONS

This is the initial publication of AFI 32-7005, substantially revising AFR 19-8. It aligns with AFR 32-70.

(62AW) Deletes one EPC membership (position no longer exists), the mini EPC membership and the mini meetings.

Section A—How To Use This Instruction

1. Background. As the senior Air Force environmental steering group, the EPC reviews policies and programs, monitors progress, and advises leadership. EPCs oversee compliance with AFR 32-70 and its implementing instructions.

2. Concept:

2.1. This instruction is intended to provide major commands (MAJCOM) and installations with a framework to oversee the Air Force environmental program according to AFR 32-70.

2.2. MAJCOMs provide additional implementing guidance in supplemental publications to this instruction. The MAJCOM supplement must identify responsible offices and include implementing guidance to comply with this instruction.

3. Responsibilities and Air Force EPC Membership. Each of the following offices identifies, in writing, a primary member (a general officer or a civilian of similar status, if available), and an alternate member to the HQ USAF EPC. EPC members ensure that their areas of responsibility are considered in the interdisciplinary approach required to ensure proper consideration of environmental quality. The chairs may ask other experts to join the EPC, as needed.

3.1. Headquarters United States Air Force (HQ USAF):

- The Assistant Secretary of the Air Force for Manpower, Reserve Affairs, Installations, and Environment (SAF/MI) representative and the Assistant Vice Chief of Staff (HQ USAF/CVA) Co-Chair the EPC.
- The Assistant Secretary for Acquisition (SAF/AQ).
- The Assistant Secretary for Budget (SAF/FM).
- The General Counsel (SAF/GC).
- The Inspector General (SAF/IG).
- Office of Legislative Liaison (SAF/LL).
- Office of Public Affairs (SAF/PA).
- The Civil Engineer (HQ USAF/CE) is the EPC Executive Secretary.
- Deputy Chief of Staff (DCS) Logistics (HQ USAF/LG).
- Director, Programs and Evaluation (HQ USAF/PE).
- DCS Plans and Operations (HQ USAF/XO).
- Chief of Safety (HQ USAF/SE).
- The Judge Advocate General (HQ USAF/JA).
- DCS Personnel (HQ USAF/DP).
- Services (HQ USAF/MW).
- DCS Command, Control, Communications and Computers (HQ USAF/SC).
- The Surgeon General (HQ USAF/SG).
- Chief of Air Force Reserve (HQ USAF/RE).
- Director, Air National Guard (NGB/CF).
- Director, Air Force Base Conversion Agency (AFBCA/DR).

3.1.1. (Added-62AW) Each of the following offices identifies, in writing, a primary member and alternate member of the 62 AW EPC. EPC members ensure that their areas of responsibility are considered in the interdisciplinary approach required to ensure proper consideration of environmental quality.

62 AW Vice Commander (Chairman)

62 AW/CV

62 AW Director of Wing Staff

62 AW/DS

62 AW Staff Judge Advocate	62 AW/JA
62 AW Chief of Public Affairs	62 AW/PA
62 AW Chief of Safety	62 AW/SE
62d Logistics Group Commander	62 LG/CC
62d Medical Group Commander	62 MDG/CC
62d Operations Group Commander	62 OG/CC
62d Support Group Commander	62 SPTG/CC
446 AW (AFRC) Commander	446 AW/CC
62d Comptroller Squadron	62 CPTS/CC
62d Aircraft Generation Squadron Commander	62 AGS/CC
62d Maintenance Squadron Commander	62 MXS/CC
62d Aerial Port Squadron Commander	62 APS/CC
62d Transportation Squadron Commander	62 TRNS/CC
62d Supply Squadron Commander	62 SUPS/CC
62d Contracting Squadron Commander	62 CONS/CC
62d Security Forces Squadron Commander	62 SFS/CC
62d Services Squadron Commander	62 SVS/CC
62d Civil Engineer Squadron Commander	62 CES/CC
62d Medical Operation Squadron Bioenvironmental Engineer	62 MDOS/SGOAB
WADS Civil Engineer	WADS/CE
62d Supply Squadron Fuels Management	62 SUPS/LGSF
AFOSI DET 305 Commander	AFOSI DET 305/CC
AAFES General Manager	AAFES/GM
Defense Commissary Agency Commissary Officer	DECA/NW-MCC
62d Civil Engineer Squadron Environmental Mgt Flt (Recorder)	62 CES/CEV

3.2. MAJCOM Responsibilities. All references to MAJCOMs in this instruction include the Air National Guard Readiness Center and other agencies designated as "MAJCOM equivalent" by HQ USAF. The MAJCOM EPC membership will mirror those of HQ USAF. The vice commander is the chairperson, or will designate a general officer to serve as the EPC chairperson. Each staff office designates, in writing, a primary and an alternate member with decisionmaking authority to serve on the EPC. The EPC chairperson designates other members to serve on the EPC as required. MAJCOMs will ensure EPCs are established at installations.

3.3. Installation Responsibilities. Air Force installations must comply with the EPC requirements outlined in [Section B](#). In addition, the installation EPC membership and responsibilities will mirror that of the MAJCOM EPC. The EPC must include representatives from tenant organizations, includ-

ing the Defense Reutilization and Marketing Office and the Army and Air Force Exchange Service. For closure bases, the operating location site manager of the Air Force Base Conversion Agency (AFBCA) is a member. Contractors operating government facilities may not serve as members.

3.3. (62AW) As the controlling 62 AW environmental quality management steering group, the EPC reviews and implements policies and programs, monitors progress and advises leadership. The EPC oversees compliance with AFD 32-70 and AFI 32-7005.

3.3.1. (Added-62AW) The 62 AW EPC oversees the wing environmental quality program.

Section B—Requirements and Records

4. Requirements:

4.1. EPCs:

- Ensure a systematic, interdisciplinary approach to environmental quality and integrate this approach into planning and decision-making.
- Act as the primary executive steering group for all environmental cleanup, compliance, conservation and pollution prevention.

4.2. HQ USAF EPC:

- Meets at least semi-annually or at the direction of the chairperson.
- Reviews adequacy of policies, resources and performance in meeting environmental goals and makes recommendations on changes required.
- Reviews environmental legislation and regulations and approves implementing policies.

4.3. MAJCOM and Installation EPCs:

- Meet at least quarterly or at the direction of the chairperson.
- Review and approve environmental impact analysis on proposed actions and forwards to the decision-maker.
- Review environmental policy, resources, and performance and make recommendations on changes required.
- Ensure appropriate training and manpower exist to meet environmental responsibilities.

4.3. (62AW) The EPC will meet at least quarterly. The recorder prepares minutes and maintains a file of all meeting minutes.

5. Preparing Minutes. Within 30 days, the meeting secretary prepares minutes of EPC meetings. The minutes state the substance of all discussions and decisions.

5.1. Any open enforcement actions, unfulfilled compliance agreements, administrative orders, and similar enforcement actions must be part of the minutes. Identify these open items until they are closed.

5.2. Offices of primary responsibility must comment on all actions taken to resolve problems since the last meeting. The minutes summarize these comments.

5.3. Attachments to minutes will include letters from environmental regulatory agencies such as inspection reports; summaries of environmental standards exceeded; and current compliance schedules which indicate the base's or MAJCOM's progress in meeting schedules.

5.4. The executive secretary of the base EPC sends a copy of the minutes to the higher headquarters EPC, the appropriate Air Force Regional Compliance Office, all staff and other interested parties.

5.5. The executive secretary keeps EPC minutes and related documents for at least 10 years, per AFI 37-138, *Records Disposition--Responsibilities and Procedures* (formerly AFR 12-50, volume 1).

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